

SECURITY INFORMATION

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Branch Chiefs, Security Division

Chief, Security Division

Employment of Part-time and "Summer-Only" Employment  
of Dependents of Agency Personnel

1. The attached Personnel Director memorandum [REDACTED] subject as above, advises that the employment of dependents of Agency personnel for clerical duties on a part-time or "summer-only" basis, has been approved by the Acting Deputy Director (Administration).

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2. It should be noted that dependents as defined in the attached memorandum includes sons and daughters 16 years of age or over and only those spouses who were married to their present spouse when his or her full field investigation was conducted.

3. Clearances for dependents of employees will be through Secret only, and it is expected that such clearances will be granted on the basis of a one week deadline.

4. The following procedures for the clearance and security processing of such personnel will apply within the Security Division. It is requested that each Branch Chief take the necessary action to implement those procedures applicable to his Branch.

a. The spouse will be cleared upon the basis of a favorable review of the employee's file, plus a police check at the last address.

b. Children will be cleared upon the basis of a favorable review of the parent employee's file, a check of school records and a police check at the last address.

c. Supplemental name checks will be initiated after entry on duty unless a name check was completed within the last year.

d. At the time of entry on duty, such employees will be processed through the Physical Security Branch in the regular manner, except that a special security briefing will be given designed to impress upon them their security responsibilities, particularly in the light of the character of their employment.

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e. They will be issued special limited badges, which must be worn at all times.

f. Polygraph interviews will be given to all spouses and to all children over the age of 18.

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Distribution:

- 1 - Chief, Personnel Security Branch
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PERSONNEL DIRECTOR MEMORANDUM NO. [REDACTED]

SUBJECT: Part-time and "Summer-Only" Employment of Dependents of Agency Personnel

1. The Acting Deputy Director (Administration) has approved the employment of dependents of Agency personnel for clerical duties, on a part-time or "summer-only" basis, except for assignment to DD/P Staffs or Divisions and the Office of Current Intelligence. Dependents as referred to herein will include sons and daughters 16 years of age or over, and wives or husbands, except wives or husbands who were not married to their present spouse when his or her full field investigation was conducted. Individuals other than dependents as defined above will not be considered for this type of employment.

2. The Director of Security will issue special secret clearances for dependents to be hired for part-time or "summer-only" duties. Upon entering on duty, they will be given special security indoctrination by the Security Office and they will be issued limited passes which will restrict their movements to the general area of their employment. The material with which they will be working will be classified no higher than "Secret". It will be the responsibility of each office concerned to establish adequate supervision and other necessary safeguards to insure enforcement of these restrictions.

3. Part-time and "summer-only" employees will be hired on a contractual basis. They will be charged against regular T/O vacancies and existing ceiling limitations will be maintained. However, it will be permissible to slot a part-time or "summer-only" employee against a position encumbered by an applicant who is in process for full-time employment. When the full-time employee enters on duty, the part-time or "summer-only" employee will be reassigned, if possible, or his contract will be terminated. The following hourly rates of pay are established for individuals to be hired under this authority:

	Regular	Overtime
GS-1 Equivalent	1.20	1.80
GS-2 "	1.32	1.98
GS-3 "	1.44	2.13
GS-4 "	1.53	2.11
GS-5 "	1.64	2.07

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4. Part-time and "summer-only" employees will not attend regular clerical training courses. They will, however, attend the one- or two-day clerical indoctrination course at the time of entry on duty.

5. Personal and technical qualifications and medical and security requirements under this arrangement will be just as exacting as for regular staff employment. Personal interviews will be conducted by the Personnel Procurement Division at Room 100, 2430 E Street, N. W. Each dependent selected for processing will be required to complete three copies of the Personal History Statement, one copy of the Supplement to the Personal History Statement and a Report of Medical Examination.

6. A Standard Form 52, Request for Personnel Action, will be required in each case from offices desiring to utilize this arrangement. Security processing will be initiated on Form No. 37-104, Request for Security Clearance. Upon receipt of notice of security clearance from the Security Office, existing entrance on duty procedures will be followed. Upon successful entrance on duty, the individual will sign a special contract which will have been prepared in advance by the Appointment Clerk. Distribution of copies of the contract will be effected as indicated by the distribution schedule printed thereon.

7. In addition, the Acting Deputy Director (Administration) has approved the use of dependents, as defined above, in crafts and trades positions.

GEORGE E. NELSON  
Personnel Director

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